

**ASSAM LEGISLATURE SECRETARIAT
DISPUR, GUWAHATI-781 006**

In exercise of the powers conferred by Sub-Section (2) (i), (ii) and (iii) of Section 28 of the Right to Information Act, 2005 (Central Act No.22 of 2005), the Speaker, Assam Legislative Assembly hereby makes the following rules, namely:

1. Short title and commencement:

- (i) These Rules may be called the Assam Legislature Secretariat Right to Information (Regulations of Fee and cost) Rules, 2007.
- (ii) They shall come into force from the date of publication in the official gazette.

2. Definition: In these Rules, unless the context otherwise requires :

- (i) 'Act' means the Right to Information Act, 2005.
- (ii) 'Section' means section of the Act, and,
- (iii) All other words and expressions used herein but not defined in the Act shall have the meanings assigned to them in the Act.

3. A request for obtaining information under Sub-Section (1) of the Section of Section 6, shall be made on plain paper in the format specified in **Form-A** to the State Public Information Officer / Assistant Public Information Officer as the case may be and shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by Demand Draft or Banker's chequer payable to the Drawing and Disbursing Officer, Assam Legislature Secretariat.

4. For providing information under Sub-section (1) of Section 7, the fee shall be charged by way of cash against proper receipt or by Demand or Banker's Cheque payable to the Drawing and Disbursing Officer, Assam Legislative Assembly Secretariat at the following rates:

(A) Priced Material:

Publications, printed matters, text, maps, plans, floppies, CDs, samples, models or material in any other form, which are priced, the sale price thereof.

(B) Other than priced materials:

- (i) Material in printed or text form (in A4 or A3 size paper) rupees two per cost of the paper thereof;
- (ii) Material in printed or text form in larger than A4 or A3 size, cost of the paper thereof;
- (iii) Maps and Plans - actual cost thereof;

- (iv) Information in Electronic format viz., Floppy, CD, or DVD:
- (a) rupee fifty for Floppy of 1.44 MB
 - (b) rupees one Hundred for CD of 700 MB; and
 - (c) rupees Two Hundred for CD (DVD)
 - (d) samples or models - actual cost thereof;
- (e) Material to be sent by post - the actual postal charges in addition to the charge payable as per these rules;
- (f) for inspection of records rupees ten for the first hour and a fee of rupees five for each subsequent hour (or fraction thereof);
- (g) for information provided in printed form, at the price fixed for such publication or rupees three per page of photocopy for extracts from the publication.

5. **Appeal-**

Any person who, does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of Section 7 or is aggrieved by an order of the Public Information Officer may, within thirty days from the date of receipt of the order of the Public Information Officer, prefer an appeal to the appellate authority (Secretary to State Legislature) on plain paper in the format specified in **Form-B**, which shall be accompanied by an appeal fee of rupees twenty by way of cash or by Demand Draft or Banker's cheque payable to the Drawing and Disbursing Officer, Assam Legislative Assembly Secretariat against proper receipt.

6. **Head of Account :**

The application fee and the cost ordered to be charged for providing information by the Drawing and Disbursing Officer or any other authorised Officer of the Public Authority shall be remitted to the following Head of Account:

(G P DAS)
Secretary,
Assam Legislature Secretariat

FORM-A

To

The Public Information Officer/
The Assistant Public Information Officer,
Assam Legislature Secretariat,
Dispur, Guwahati-781 006.

1. Full Name of the applicant

2. Full address

3. Particulars of information required

(i) Subject matter of information *

(ii) The period of which the information relates **

(iii) Description of the information required ***

(iv) Whether information is required by post or in person (the actual postal charges shall be included in addition to the fees)

(v) In case of post (Ordinary, Registered or Speed)

(vi) Whether the applicant is below poverty line (if yes, attach the photocopy of the proof thereof)

4. I hereby state that the information sought for is not covered under the categories which are exempted from disclosure of information under Section 8 or under Section 9 of the Right to Information Act, 2005 to the best of knowledge it pertains to your Secretariat.

5. I hereby state that the prescribed application fee of Rs..... (Rupee) has been paid vide Receipt No.....dated..... to Drawing and Disbursing Officer, Assam Legislative Assembly Secretariat, towards the fee payable.

Date:

Signature of the Applicant

* Subject to be indicated (such as Starred Questions, Calling Attention Notices etc)

** Relevant period for which information is required, to indicated.

*** Specific details of the information are required, to be indicated.

FORM – A

Appeal under Section 19(1) of the Right to Information Act, 2005.

To,

The Appellate Authority,
Assam Legislature Secretariat,
Dispur, Guwahati - 781 006.

1. Full name of the applicant
2. Full address
3. Particulars of the Public Information Officer/
Assistant Public Information Officer
4. Date of receipt of the order appealed
against (if order passed)
5. Last date for filing the appeal
6. The grounds for appeal
7. Particulars of information -
 - (i) Nature and subject matter of the information required.
 - (ii) Name of the Officer to which the information relates.

Place :
Date :

Signature of the Appellant

ASSAM LEGISLATIVE ASSEMBLY SECRETARIAT

NOTIFICATION

21st May, 2007

No.LLE.6/2007/6319 : In exercise of the powers conferred by Sub-Section (2) (i), (ii) and (iii) of Section 28 of the Right to Information Act, 2005 (Central Act No.22 of 2005), the Speaker, Assam Legislative Assembly hereby makes the following rules, namely:

1. Short title and commencement:
 - (i) These Rules may be called the Assam Legislature Secretariat Right to Information (Regulations of Fee and cost) Rules, 2007.
 - (ii) They shall come into force from the date of publication in the official gazette.
2. Definition: In these Rules, unless the context otherwise requires :
 - (i) 'Act' means the Right to Information Act, 2005.
 - (ii) 'Section' means section of the Act, and,
 - (iii) All other words and expressions used herein but not defined in the Act shall have the meanings assigned to them in the Act.
3. A request for obtaining information under Sub-Section (1) of the Section 6, shall be made on plain paper in the format specified in **Form-A** to the Public Information Officer / Assistant Public Information Officer as the case may be and shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by Demand Draft or Banker's cheque payable to the Drawing and Disbursing Officer, Assam Legislature Secretariat .
4. For providing information under Sub-section (1) of Section 7, the fee shall be charged by way of cash against proper receipt or by Demand or Banker's Cheque payable to the Drawing and Disbursing Officer, Assam Legislature Secretariat at the following rates:
 - (A) Priced Material:

Publications, printed matters, text, maps, plans, floppies, CDs, samples, models or material in any other form, which are priced, the sale price thereof.
 - (B) Other than priced materials:
 - (i) Material in printed or text form (in A4 or A3 size paper) rupees two per cost of the paper thereof;
 - (ii) Material in printed or text form in larger than A4 or A3 size, cost of the paper thereof;
 - (iii) Maps and Plans - actual cost thereof;

- (iv) Information in Electronic format viz., Floppy, CD, or DVD:
- (a) rupee fifty for Floppy of 1.44 MB
 - (b) rupees one Hundred for CD of 700 MB; and
 - (c) rupees Two Hundred for CD (DVD)
 - (d) samples or models - actual cost thereof;
 - (e) Material to be sent by post - the actual postal charges in addition to the charge payable as per these rules;
 - (f) for inspection of records rupees ten for the first hour and a fee of rupees five for each subsequent hour (or fraction thereof);
 - (g) for information provided in printed form, at the price fixed for such publication or rupees three per page of photocopy for extracts from the publication.

5. Appeal-

Any person who, does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of Section 7 or is aggrieved by an order of the Public Information Officer/Assistant Public Information Officer may, within thirty days from the date of receipt of the order of the Public Information Officer/Assistant Public Information Officer prefer an appeal to the appellate authority (Secretary to State Legislature) on plain paper in the format specified in **Form-B**, which shall be accompanied by an appeal fee of rupees twenty by way of cash or by Demand Draft or Banker's cheque payable to the Drawing and Disbursing Officer, Assam Legislature Secretariat against proper receipt.

6. Head of Account:

The application fee and the cost ordered to be charged for providing information by the Drawing and Disbursing Officer or any other authorised Officer of the Public Authority shall be remitted to the following Head of Account:

Head of Account: "0070 - Other Administrative Services".

G P DAS
Secretary,
Assam Legislature Secretariat

FORM-A

Format of application for obtaining information under the
Right to Information Act, 2005

To

**The Public Information Officer/
The Assistant Public Information Officer,**
Assam Legislature Secretariat,
Dispur, Guwahati-781 006.

1. Full Name of the applicant
2. Full address
3. Particulars of information required
 - (i) Subject matter of information *
 - (ii) The period of which the information relates **
 - (iii) Description of the information required ***
 - (iv) Whether information is required by post or in person (the actual postal charges shall be included in addition to the fees)
 - (v) In case of post (Ordinary, Registered or Speed)
 - (vi) Whether the applicant is below poverty line (if yes, attach the photocopy of the proof thereof)
4. I hereby state that the information sought for is not covered under the categories which are exempted from disclosure of information under Section 8 or under Section 9 of the Right to Information Act, 2005 to the best of knowledge it pertains to your Secretariat.
5. I hereby state that the prescribed application fee of Rs..... (Rupees) has been paid vide Receipt No.....dated.....to Drawing and Disbursing Officer, Assam Legislature Secretariat towards the fee payable.

Date:

Signature of the Applicant

* Subject to be indicated (such as Starred Questions, Calling Attention Notices etc)
** Relevant period for which information is required, to indicated.
*** Specific details of the information are required, to be indicated.

FORM - B

Appeal under Section 19(1) of the Right to Information Act, 2005.

To,

The Appellate Authority,
Assam Legislature Secretariat,
Dispur, Guwahati - 781 006.

1. Full name of the applicant
2. Full address
3. Particulars of the Public Information Officer/
Assistant Public Information Officer
4. Date of receipt of the order appealed
against (if order passed)
5. Last date for filing the appeal
6. The grounds for appeal
7. Particulars of information -
 - (i) Nature and subject matter of the information required.
 - (ii) Name of the Officer to which the information relates.
